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TOM LYTHGOE, CHAIR

CHUCK NOTBOHM

KEN WEBER

**PROCEEDING OF THE BOARD OF COMMISSIONERS
COUNTY OF JEFFERSON, STATE OF MONTANA
May 18, 2005**

Present: Commissioners Lythgoe, Notbohm and Weber; Cameron Clark, Jill Allen, Peggy Morales, Mike Baker, Owen Voigt, Dennis Lay, Vern Peterson, Gary Hablutzel, Salty Payne, Kellie Doherty, Bonnie Ramey, Jan Anderson

MINUTES

Commissioner Lythgoe moved to adopt the minutes of April 20. Commissioner Notbohm seconded. The motion carried.

Commissioner Lythgoe moved to adopt the minutes of April 27. Commissioner Notbohm seconded. The motion carried.

ITEMS FOR COMMISSIONERS ACTION OR REVIEW

APPOINT BASIN FIRE TRUSTEE

Commissioner Notbohm moved to appoint Rhandi Rachlis to the Basin Fire Trustee Board. Commissioner Lythgoe seconded. Commissioner Notbohm stated that Rhandi was a member of the Fire Department for a while, and also served on the Solid Waste Board. He stated that she would be a good fit. The motion carried.

DISCUSS AND DECIDE ON REQUEST FROM BOULDER OUTLAWS 4-H CLUB FOR FUNDING OF \$400 FOR 4-H FAIR PREMIUMS

Commissioner Weber stated that he requested that the Commission hold this discussion until today to give him time to talk to the 4-H Council. He stated that the State 4-H Director was in attendance at the Council meeting, and he came away from the meeting with a couple of important items. He stated that 4-H is a bigger entity that he was aware of. It is under the USDA, and due to IRS regulations, 4-H money doesn't belong to any particular group. Any attempt to do anything using the 4-H name, per federal regulations, needs to go through the Extension Office. He stated that he is glad that he did a little more research, because without Extension approval, nothing can go on, such as fund raising.

Cameron Clark, Madison-Jefferson Extension Agent, stated that Extension needs to give its blessing and be involved with anything that uses the 4-H name. The way he understands the request, he doesn't agree with it as it is written. He has no problem with the use of funds, but he doesn't agree with the request and doesn't feel that it is necessary. According to the way they run the fair in other parts of the county, there doesn't need to be that amount of premium. Cameron stated that in Madison County, the average is \$5.00 in premium per participant, noting that the emphasis should be on education, not money. Another reason he is opposed is that it is presented as - since north Jefferson County got money, we should too, and he doesn't agree with this. The money that goes to Lewis and Clark County is for Extension support, and this is not the case in Boulder.

Commissioner Weber stated that he came away a little more strongly after listening to the State 4-H Director, that no request of this type should come from a local group; it should come to the Extension Office. He stated that Jefferson County is already funding 4-H at a pretty substantial rate. Any money should go to Cameron to distribute at his discretion.

Commissioner Notbohm stated that he received all the e-mails that were exchanged, which were pretty lengthy. He could tell that some are of the opinion that Cameron is not supportive of 4-H in Boulder. Commissioner Notbohm stated that it is no secret that he was not supportive of giving money to Lewis and Clark County, as he feels the money should be kept in the county. He understands where Cameron is coming from, with the chain of command, but he is supportive of giving the Boulder Outlaws the money. If it needs to go through Cameron, fine, it can be earmarked. He feels that this would show support to the local groups. Commissioner Notbohm stated that he would like to see 4-H built back up in the Boulder area as it was in the past, noting that they used to have a good turnout. He thinks Boulder needs to be in the situation to do their own thing and to do it here.

Commissioner Weber stated that one of the things he came away from the Council meeting with, is the frustration that there is no longer any involvement in the Council from Boulder. The Council is very much against the development of a 4-H fair in Boulder. Cameron alone stood in support of the Boulder club's efforts, and Commissioner Weber stated that he came away from the meeting in support of Cameron's efforts. However, he is concerned that they are trying to develop in Boulder does not fit within any group, under any 4-H umbrella. Commissioner Weber stated that Cameron is trying to get the Boulder group to fit 4-H guidelines.

Jill Allen stated that if everyone is playing by the same rules, there are some requirements to participate. They have a rotating calendar for events, and Boulder chooses not to participate, although they have a responsibility to host events. She questioned how they can even be called 4-H, as they are not within the guidelines. Jill stated that if a bridge is being built, it needs to be a bridge that can be crossed both ways.

Commissioner Lythgoe asked Cameron if he had sat down and had a conversation about this with the Boulder club, and if so, what was their response. Cameron stated that their response is that they work for a living, and it is too far for them to drive to attend. He is concerned of a precedent

that could be set here; that any group that is 60 miles from the fair should have their own. He stated that there are lots of groups that fall into this category, and he drives a lot in his job. Cameron stated that he hates to shut this down, but, on the other hand, he hates to recreate what is already done. Commissioner Lythgoe asked if what has been done in the past two years has been beneficial, and if they have made any progress. Cameron stated that it has provided visibility for the kids, but as far as Boulder's participation in Madison/Jefferson 4-H, no. Jill stated that Boulder's whole 4-H experience, the impression she gets, is this 1-day fair. They are missing the boat. There are so many educational and leadership experiences that are available in 4-H. There is so much more to do, and much of it locally. She gets the feeling that the Boulder club feels exclusive. Record books are required in 4-H, but the Boulder club doesn't feel that they need to bring them to Whitehall for review, since they don't participate in the fair.

Commissioner Lythgoe stated that Cameron mentioned a compromise, and asked what that might be. He asked if Cameron is willing to keep doing what he has done the last couple of years so that this one event will have a 4-H feel, and what does he recommend regarding the request for \$400. Cameron stated that he would like to see a bit more two-way cooperation with Extension and the club. He would like to see Boulder have two or three groups, as this help give diversification and collaboration. He feels that a compromise is working together, rather than him meeting demands. As far as a recommendation about the money, he doesn't feel that it is necessary now. He wouldn't be opposed to money being put into a re-compensation fund. It would be great to have money to put into the project, but money could be raised from donations from businesses, etc. Cameron stated that he is not against the money, but he doesn't want each portion of the county to feel that they are entitled. Commissioner Lythgoe stated that he would follow Commissioner Weber's recommendation, but he would agree with some money going to Cameron for use in the Boulder program.

Commissioner Weber stated that he feels Cameron should continue to work with Boulder to build the program. The County already pays for salary, and mileage. It needs to be made known that the buck stops with Cameron. Commissioner Lythgoe stated that he agrees with that, but it will take some time. He would support some money going to Cameron to build the program. It would be a good faith effort that will do one of two things; it will tick them off that the money went to Cameron, or it will work. Cameron stated that he doesn't know the budget, but he would support money put into the Boulder program fund, not necessarily just for the fair, but to build the program.

Jill stated that if money is earmarked specifically for one program, it will open to other parts of the county. She stated that they had an anonymous donor that wanted the money to go to Madison County kids, but they can't do this; you can't segregate programs. Commissioner Weber stated that they are public funds, once given, and Cameron has control over them.

Commissioner Notbohm stated that, to give a little history, over two years ago he brought this up. The reason he wanted to end the County's support of Extension is that ten years ago 4-H had a good program and Scott did zero for this area. As for the Madison/Jefferson program, Cameron lives in Madison County, and distance is a factor. Cameron is hardly up here, and he understands

that he is busy in the south end of the county. He noted that the County gave money to the north end's program, and the Boulder group is only requesting \$400. It would show that they are supportive of the program. Commissioner Lythgoe stated that as a Commission, they appreciate hearing the staff expertise in these matters.

Commissioner Weber moved to deny the request for \$400 from the Boulder 4-H club and to request that Cameron continue to work with them. There was no second; the motion died.

Commissioner Notbohm moved to approve \$400 to be put in the Extension budget, line item to the Boulder 4-H program under Cameron's supervision. There was no second; the motion died.

Commissioner Lythgoe moved to allocate \$400 to Extension, to be used however Extension deems necessary for use for 4-H in Jefferson County. Commissioner Weber seconded. With further thought, Commissioner Lythgoe withdrew his motion.

Commissioner Lythgoe moved to allocate \$400 out of PILT to Madison/Jefferson Extension for the purpose of building 4-H in out-lying areas. Commissioner Weber seconded. The motion carried, with Commissioners Lythgoe and Weber voting aye and Commissioner Notbohm voting nay.

DISCUSS AND DECIDE ON JEFFERSON VALLEY SEARCH & RESCUE REQUEST FOR \$1520 IN TITLE III FUNDS FOR THE PURCHASE OF RADIOS

Commissioner Lythgoe stated that there is approximately \$10,000 in the professional services line item in Title III, so there is money to do this. Commissioner Weber moved to approve \$1,520 in Title III funds to Jefferson Valley Search & Rescue to purchase radios. Commissioner Notbohm seconded. The motion carried. Commissioner Notbohm stated that, in regards to this, a lot of funds have come in through DES, related to equipment. Commissioner Lythgoe stated that he had a conversation with Sally Buckles regarding this, and he seems to remember that this was not eligible, which doesn't make sense. Commissioner Notbohm stated that this needs to be looked at, as she was buying a lot of equipment.

DISCUSS MONTANA JOINT POWERS TRUST PROPOSAL FOR HEALTH INSURANCE COVERAGE

Owen Voigt, with MACo Health Care Trust, looked at the agenda and stated that he thinks the Commission is expecting someone else. It turns out that MACo and Montana Joint Powers Trust have both approached the Commission regarding insurance coverage, and the people involved became confused in the Commissioner's minds. Owen stated that he is just here to see if the County is happy with Teamster, the current insurance carrier. He stated that he would need an underwriting statement to be able to give the County a rate. Commissioner Lythgoe stated that number one, the Commission owes Owen an apology, but they also owe him some time. Owen stated that MACo's position is that if the County is currently doing okay, then great. They just want to make sure that the County is taken care of. If the County would like him to research rates, it will take him about 10 days to come up with a quote. Commissioner Lythgoe thanked him for coming, and apologized again for the confusion.

Gary Hablutzel and Vern Peterson, with the Montana Joint Powers Trust, next came before the Commission. Gary noted that they had recently sent the Commission a proposal. The Trust has been in existence since the mid-80s, and was started by several Montana counties. Gary stated that most of the money paid in premiums is used to pay medical expenses, with less than 7% being used for administration costs. The Trust is owned by the people who take part in it, and it is a non-profit group. Any money left over at the end of the year is used to offset any increase in premiums. Gary stated that currently, twenty-six counties are involved, some of which had been with Teamsters previously. The rates sent to the Commission are based on the current schedule of benefits that the County has, although prescriptions are paid for differently and the lifetime benefit is 2 million versus 1 million with Teamsters. The requirement to use specific hospitals in certain cities came from a study done several years ago of what hospitals charge. They then negotiated a medicare-type rate for MTJPT members. Vern stated, to give an example, that there was recently an unauthorized in-patient stay that was billed at \$14,600. This same stay would have been \$6,000 at a plan hospital. It was noted that emergencies are different, and the hospital requirement does not pertain to out-patient care. Gary stated that when the Trust was started, it was decided that they need a three-year commitment to join. During the first three years, if a county is in the red, they would owe the trust the difference. Commissioner Notbohm asked what the premium increase has been in the past three years. Gary stated that this year it is 15%, last year 7.5%. Vern stated that the three-year average was 9%. Commissioner Lythgoe stated that the Commission appreciated them coming to speak with them.

DISCUSS AMENDMENTS TO COUNTY ROAD STANDARDS

Commissioner Lythgoe stated that the person most familiar with the most recent changes to the amendments is Ben. Ben discussed some of the comments he has gotten, and how they are being addressed. He stated that he has gotten input about the option to use 1" and 1.5" material under a hard surface, and this might be made available.

The timing of the engineered plan for roads is something that he agrees with. He stated that it is not necessary for the plan to be presented with the preliminary plat, as there may be some changes required per the DEQ, etc. Ben stated that he is not sure when the best time to present the plan would be, but he will consult with the engineer about this.

A letter from Val Wilson, written on behalf of the Montana Surveyor's Association was read. Ben stated that the Commission may want to give some leeway to have a surveyor lay out the roads, and then have an engineer stamp the plans.

Ben stated that the issue of when to require pavement seems to be leaning more to lot size than average daily travel (ADT), and this is something else that needs to be considered. Commissioner Lythgoe asked Ben if it is his recommendation to go with lot size, rather than ADT. Ben stated that the County needs to find a happy medium. If you have large lots over several miles of road, it is impractical to require pavement. As far as bike paths and trails, Alan Erickson, the engineer Ben is consulting with, feels that these are a part of a subdivision, so it would be better to deal with this in the subdivision process, and let the developer come forward with something.

Commissioner Notbohm asked how to address existing roads, noting that this is a big concern with some, including himself. Commissioner Lythgoe stated, the question is, the County is requiring a standard of those who would develop land, are we requiring it of ourselves. Commissioner Notbohm stated that they have a standard; does it address what is already here. Commissioner Weber stated that he hears this a lot. The problem is that the County seems to be operating under a maintenance budget at this time, which keeps the roads at their current level. In order to further that discussion, the County needs to look at a construction or re-construction budget, rather than just a patch. He is hoping that the infrastructure grant will help identify funding sources for a construction budget.

Ben stated that a large part of this, and another thing the Road Department is up against, is that they don't have a 60-foot right-of-way. Another issue is money; there is a lot of fence to be moved, and it needs to be decided who would pay for this. Ben stated that he has no problem bringing every road in the county up to standards. He could come up with a dollar figure per mile to fix the roads over the next 20 years. However, before it comes to dollars, the right-of-way issues need to be resolved. Personally, he feels it is two different issues with county owned and maintained and subdivision roads.

Commissioner Notbohm stated that people are having a hard time with this. What Ben said about right-of-way is important. However, there are some old roads in the county that will never be to standards, noting that Tizer Road has only a 40-foot right-of-way. Commissioner Lythgoe stated that it is assumed that the right-of-way is 60 feet. Ben stated that Tizer Road is the exception. Commissioner Lythgoe stated that at some point, the County needs to make a decision what they are going to do with the roads; hopefully the study will help with that decision. Ben stated that it goes without saying that the Road Department isn't even going to start upgrading a road without a 60-foot right-of-way. With a couple of exceptions, he feels this is the biggest obstacle the County is facing. Commissioner Weber noted that in the current standards, it acknowledges the needs for a variance at some times. Sometimes a variance is the only way get the road built. The County needs to do their best to fit the general scope of the standard. Commissioner Lythgoe stated that they need to revisit the whole variance issue. It will do nothing but get us in trouble and hurt our credibility.

Commissioner Weber stated that the further he digs and researches, this is why they need an engineers drawing ahead of time. Ben stated that he see a so much better project, that is easier on the developer, when an engineer is involved. What he usually sees missing, storm water drainage, needs to be designed up front by a professional. The timing may be off, but it is best to have the roads designed. Commissioner Lythgoe asked Ben if the surveyor can lay out and design roads and have an engineer stamp the plans, or if the surveyor can do it all. Ben stated that this needs more thought and discussion. Commissioner Lythgoe stated that it had been previously suggested and he agrees with the suggestion. No matter who does the road design, it shouldn't come at the time of preliminary plat approval.

Dennis Lay stated that regarding a surveyor designing the roads; it is not usually done, but it is

within the scope of his abilities. He farms this out if he can. When the Montana Board of Engineers and Land Surveyors met a couple years ago, this was a big topic of discussion. It was agreed that this was within the expertise of surveyors. Commissioner Weber asked Dennis if he has the ability to stamp and approve the plans. Dennis stated that he had never stamped plans.

Peggy Morales asked for clarification on the comment regarding engineering. Commissioner Lythgoe stated that the current proposed amendment is that there would be an engineer-stamped plan before preliminary plat approval was granted. After discussion, it was decided that this is not feasible. Once they get out on the ground at the development site, they may discover that changes are needed. Harold stated that he doesn't agree with this. What is approved on the preliminary plat is what needs to be done. If a change is required by the DEQ, the plans will need to come back to the Commission. Dennis noted that proposed is just that, proposed. This would require a developer to hire and pay an engineer to come in and design a road, with no guarantee that the subdivision will even be approved. Commissioner Lythgoe stated that this argument makes sense.

Ben stated that in his personal experience, he has an engineer design, he has all the topo maps, etc. He can get this to an engineer and there is no need to duplicate work, which saves money. He stated that he is glad to hear Dennis say that this is within the scope of his expertise, and why he is encouraging the Commission to allow surveyors to design the roads. As an example, Ben stated that if someone had a major subdivision with the roads engineered before preliminary plat approval, and then changes had to be made, that would drive up the cost. It would be better to require the engineered plan after preliminary plat approval, noting that the developer would need the engineered plans before any construction would start. Dennis stated that the county has the tools to do this with the hearing process. A condition could be added to have engineered plans presented to the Road Supervisor before any construction begins. Harold agreed with this, stating that it could be set as a condition in the preliminary plat approval.

Mike Baker stated that he has the standards from 2002, and asked if there was anything before that time. Harold stated that there wasn't. A developer would have the Road Supervisor come out on a case-by-case basis, and it varied widely. Mike asked how the Commission got the authority to set the road standards. Harold stated that the Commission has the authority per state statute. Peggy stated that she has some questions about item 3, regarding density testing. This is to be done by an independent agency. Who would this be, what are the requirements, who chooses the agency and how many are there to choose from. Commissioner Weber stated that it is his understanding that the County will have a list of licensed agencies. Commissioner Lythgoe stated that another option would be to leave it totally up to the developer. The engineering firm will need to put their stamp on it, so they may not need a list. Dennis stated that the Commission might want to change the wording from agency to engineering firm, as agency brings to mind a government entity.

Peggy stated that the standard requires 6 inches of $\frac{3}{4}$ -inch minus material, and asked if there are any roads in the county that meet this standard, and where they are. Commissioner Lythgoe stated that there are several, one leading to Montana Tunnels in the Jefferson City area.

Peggy noted that in a prior meeting it was mentioned that an engineering firm had been consulted regarding the current standards, and asked who this is. Commissioner Weber stated that the firm is Great West Engineering in Helena. Peggy stated that there has been a change in the wording to authorized representative. She asked who this would be. Commissioner Weber stated that if special testing, such as compaction, is required, this would require an engineer. Commissioner Lythgoe stated also, that if for some reason Ben were not available, the authorized representative would be an engineering firm.

Commissioner Lythgoe stated that he would like to discuss those amendments that deal with paving, and asked Ben his thoughts on the criteria that will constitute paving or chip seal. Ben stated that he is now looking more to lot size. Commissioner Lythgoe asked what lot size he is thinking of; one acre, two acre, half-acre. Ben stated that he wants to discuss this more, and will discuss with Harold and the engineer. Also, he wants to see where DEQ currently stands on lot size and septic. He needs more input before he can make a recommendation on this. Commissioner Lythgoe asked for input from Dennis Lay. Dennis stated that there are more issues here than "are we paving the roads for safety". Also to be considered is the economic impact on the developer and the county. At six lots or more a subdivision becomes a major subdivision. If these amendments are made requirements, it becomes cost prohibitive quickly, and the Commission will see proposed developments dropped. That will mean the loss of tax revenue and good developments in the area. If he were to be required to pave the development he is currently working on, it would be cost prohibitive. Dennis stated that there are other ways to deal with this issue, such as RIDs and SIDs. He stated that Lewis and Clark County deals with this based on ADT; 400 per day require pavement.

Commissioner Weber stated that he had gotten an interesting suggestion to use bonding. If the citizens are to maintain the roads, keeping to their covenants, the County could hold the bond. This would give the citizens an incentive to maintain the roads, if they know that they will get money back at some point. Dennis stated that something else to consider regarding paving and chip seal maintenance is the homeowner's associations. They are required to put \$100 - \$200 in the kitty every year to pay for plowing, etc. Commissioner Lythgoe stated that what they are currently dealing with, is the fact that the homeowners associations are not functional. He stated that in his subdivision, everyone is screaming about the roads, but only half are paying their dues.

Dennis stated that he has a problem with the requirement that the drainage plan be approved by the county. He stated that it is already required to be approved by the DEQ, and noted that once is enough. Commissioner Lythgoe stated that this is a good point.

Commissioner Lythgoe stated that the Commission will be discussing this for several more weeks, and the amendments will be put on the County's website as soon as possible. They will also get it out around the county.

Commissioner Weber stated that he would like to address a question he had from Mike Baker regarding an approach on his project. It is his understanding that the County needs something from the state. Mike stated that he talked to then-Commissioner Cargill, and was told that the

state needed a copy of the Commission minutes dealing with his project and they would address the issue. The minutes were sent some time ago, but he still hasn't heard anything.

Commissioner Lythgoe stated that the County is willing to do this, they took the action needed, but the County needs to wait for the state to come forward with a proposal. They can't grant an approach permit until then. Ben stated that Jim Skinner send a letter in June 2004, stating that three items needed to be done for the state to grant an easement to the county. He suggested that Mike go back to the letter and see what was requested, noting that the developer can go to the state, the County can go to the state, or the state can come to the County.

Commissioner Lythgoe read two letters, one from Dr. Kehr and one from Mildie Kehr (attached) into the record.

DISCUSS AND DECIDE ON CONSULTANT'S RECOMMENDATION REGARDING PAYROLL STUDY

Kellie Doherty, Personnel Officer, stated that over the past several months she, Bonnie Ramey, Salty Payne and Commissioner Lythgoe met regarding the payroll study. Salty brought suggestions, various pay matrix, etc. How they came to the proposal was by conducting market research of the surrounding counties and reviewed with market values. They knew going into this that they wanted to give at least a \$.50/hour increase to all employees. She noted that people below market range received the most benefit. She stated that they came to the proposal impartially. Kellie stated that these raises do not include any deputies, as their salaries are tied to the elected officials. These salaries will be addressed through the salary compensation committee.

Salty then presented his report and explained how they came to the findings. He noted that of eight surrounding counties he requested information from, seven responded, which is an exceptional response. He stated that there are two basic components - COLA and market value. In the current structure, there are either 20 or 14 steps, based on hire date, that have always been considered longevity. This is not longevity, but steps; you are stepping into market value. The steps will be given on July 1 across the board, rather than on the hire date. Commissioner Notbohm asked if someone started in March, would they get the step in July. Salty stated that they would. This is the easiest way to do this, and no one loses out.

Regarding the benchmark system, Salty stated that the old system was good, but missing a component, which is market value. For example, the value of planners has increased, as they have become more scarce. Another thing he recommended changing is the language in the pay and classifications policy. The current matrix only has 16 grades. This was okay in the past, but with what the Commission has been doing, combining positions, have created several unique positions. One is really unique, and that is Ben Sautter's. They took two completely different positions and combined them, but the position didn't grade any higher under the old process. The new formula provides a way to deal with a situation such as this in the future, if needed. He recommended that the Commission adopt what is on page eight of his report, and add two more grades to the matrix. He noted that there are several inequities in the old matrix - positions with higher responsibility were not paid more than positions with lower responsibility. He stated that

the County has good, dedicated employees that they want to keep, and want to pay them what they are worth.

Commissioner Weber asked how to address new positions. Salty stated that he is not sure how it is done now, but the county does need to establish a process. They need to involve the personnel officer and have Commission approval, and then the position description can be scored.

Commissioner Lythgoe stated that the policy has been that position descriptions go to Salty to be graded. He noted that Kellie will get to that point at some time. Commissioner Notbohm noted that regarding evaluations, it might be a good idea to send to Salty in the future. Commissioner Lythgoe stated that he would be unbiased, and that would be a good plan. The problem has been in the past that his recommendations have not been followed through on, although he is the expert. If this proposal is adopted, the person who will be dealing with questions regarding pay, etc. will be Kellie, but in the near future, he feels best that they continue to work with Salty. Commissioner Notbohm stated that it is best to have an impartial person, noting that you can make a position description come out however you want it to. This would leave no way for someone to say that the Commission favored one over the other. Salty stated that the position descriptions are all electronic now, so the process will be quicker. Commissioner Lythgoe stated that re-doing position description shouldn't have to be dealt with again for a long time.

Commissioner Notbohm asked about Kellie's concern regarding the deputy's pay, and asked if there was any discussion about this. Kellie stated that this will have to be dealt with in the salary compensation committee meeting. Bonnie stated that it is really two separate issues. The salary compensation committee is the only place to deal with elected officials and deputies. They didn't address the issue, because they can't.

Commissioner Weber asked about the librarians. Kellie stated that they are not addressed, because the library is autonomous.

Kellie stated that, as the Personnel Officer, she recommends that the Commission accept the May 18, 2005 "Classification and Compensation Study" report submitted by Salty Payne. She further recommended that the Commission adopt, effective July 1, 2005, the following documents and language contained within that Classification and Compensation Study report as follows:

- 1) The Recommended Position Placement Proposal
- 2) The revised pay matrix
- 3) The revised Benchmark Evaluation Work-sheet
- 4) That the Commissioners add an additional section and pertinent language to the County Personnel Policy. That additional language shall be as set forth in Salty's proposal as Sections 31.33, verbatim.

Commissioner Weber moved to accept the recommendation as stated. Commissioner Lythgoe requested that Commissioner Weber read the entire recommendation as his motion.

Commissioner Weber stated that based on the recommendation of the Personnel Officer, he moved to accept the May 18, 2005 "Classification and Compensation Study" report submitted by

Salty Payne. He further moved that the Commission adopt, effective July 1, 2005, the following documents and language contained within that Classification and Compensation Study report as follows:

- 1) The Recommended Position Placement Proposal
- 2) The revised pay matrix
- 3) The revised Benchmark Evaluation Work-sheet
- 4) That the Commissioners add an additional section and pertinent language to the County Personnel Policy. That additional language shall be as set forth in Salty's proposal as Sections 31.33, verbatim.

Kellie stated that section 31.23 needs to be added to that. Commissioner Weber amended his motion to include section 31.23. Commissioner Notbohm seconded. Commissioner Lythgoe stated that when he first became a Commissioner, he became aware that a lot of county employees were underpaid. When they had the position descriptions rewritten, he thought that would fix it, but it didn't. He stated that he appreciates all that Salty, Kellie and Bonnie have done. Most especially, he is very grateful for what they have done with the pay, noting that it is about time pay raises are done. Commissioner Notbohm stated that this is the first time he and Commissioner Weber have seen the proposal, and asks if this is what the committee recommends. Bonnie stated that it is the committee's recommendation. Commissioner Notbohm asked what this would cost. Bonnie stated that she knew he would ask this question, and said that it would be \$177,000. Commissioner Notbohm asked if this would be installed immediately, or in increments. He noted that one person got a \$5/hour increase, and some employees may not be happy. Commissioner Lythgoe noted that this is bringing people to market; they didn't pull the figure out of the sky. This is important to do, they have the money to do it. He doesn't want to phase it in, that is not what they are trying to do. Commissioner Notbohm stated that a \$177,000 per year increase is a lot of money. Commissioner Weber stated that five years ago they did a proposal for the Solid Waste employees to be brought to a grade 9. Salty agreed, but the Commission said that they couldn't afford it. He called for the question, stating that they have been waiting for five years.

Commissioner Lythgoe asked for the vote; Commissioners Lythgoe and Weber voted aye. Commissioner Notbohm stated that he was still thinking; this is a lot of money, although he is not opposed to the raises. Bonnie stated that a couple years ago, she told the Commission that the County had no money, and they didn't, per the projections from the mines, etc. Due to the actions taken at that time, and the tax evaluation up, the price of gold, she asked the Commission if they wanted her to re-address the budget or put the extra into reserves. She was told to put the money into reserve, but she never told the Commission how much she had. The maximum for reserves is 33⅓, and all departments are at the maximum, with the exception of the road department. This year, the taxable valuation should stay the same or increase slightly. They have the money to do this. As for the road department, she gave Commissioner Lythgoe the figures of what they would need from PILT, and \$30,000 from PILT will cover the raises. The rest can come from the reserves. This will take the rest of reserves to 25-28%. Commissioner Lythgoe stated that at the MACo meeting, they were told that 17% is about the lowest you want

your reserves to get. When they first talked about this, he brought Bonnie into the process, as she knows the money. Commissioner Notbohm voted aye. The motion passed unanimously.

Bonnie noted that some things are out of our control, but if all projections hold, they will be fine. Commissioner Lythgoe told Salty that he doesn't know just how much we appreciate all that he has done. Salty stated that he appreciates the help he received from the county. He feels that Jefferson County is getting close to market. Kellie stated that she will get letters out to all the employees, informing them of their new rate of pay.

DISCUSS AND DECIDE ON COUNTY CREDIT CARD POLICY

Commissioner Lythgoe stated that he, Matt and Bonnie discussed this. His original concern is that the credit card could travel. The language has since been changed. Commissioner Lythgoe read the policy as follows:

A county general use credit card may be acquired to make and pay for hotel registrations, airline tickets, and car rentals when a county official or employee is traveling on county business. The card will be located in the Clerk and Recorder's office for safekeeping.

Each county elected official or department head may check out the general use credit card to make travel arrangements from the Clerk and Recorder. The card should be returned immediately after making travel arrangements. Each county elected official or department head is responsible for protecting the security of the credit card issued to them and to ensure its proper use. Misuse of the credit card is grounds for dismissal.

Payment for all credit card bills will be processed and paid by the Clerk and Recorder upon receipt of the statement to insure that no late charges are incurred.

Commissioner Notbohm moved to enter into this for the convenience of travelers in the county. Commissioner Weber seconded. The motion carried.

CALENDAR REVIEW

- 5/19 Solid Waste safety meeting - 7:00 a.m.
 - Headwaters - Butte - 1:00
 - RMDC - 3:00
 - MTAG - 5:00
 - Solid Waste board - 7:00
- 5/20 Pre-season Barbeque - Helena Ranger District - 10:00
 - DES Training - Whitehall - 6:00
- 5/23 Golden Triangle - Great Falls - 11:30

COMMISSION REPORTS

ELKHORN WORKING GROUP

Commissioner Lythgoe reported on the Elkhorn Working Group meeting held on the 12th. The main topic of discussion is the Highway 69 proposal. They drafted a letter to send to Jeff Ebert. Jan Anderson questioned why the group is opposed. Commissioner Lythgoe stated that if they build a new highway, it will encroach on farm land. Also, wildlife coming out of the hills will have to cross the road to get to the river.

ROAD/SOLID WASTE MEETING

Commissioner Lythgoe stated that they had a good road meeting on Tuesday. They discussed the subdivision process, and had a good discussion and ideas to make it better. They also discussed the road standards. They will incorporate some of the ideas they heard in Whitehall on Monday night.

MONTANA CITY TRAILS PROJECT

Commissioner Lythgoe reported that he met with Alan Erickson and Bill Anderson to conduct an audit of the construction on Montana City Trails project regarding civil rights.

SAFETY MEETING

Commissioner Weber reported on the safety meeting held on the 12th. Carl Crouse from the state gave a presentation, giving the basic overview on the new modality for safety. Each department will take ownership of their own safety. He stated it was pretty well received.

LIBRARY BOARD

Commissioner Weber reported that the library board is currently dealing with the budget. They also dealt with a personnel issue that he was not a part of.

ROAD STANDARDS

Commissioner Weber reported on a meeting held in Whitehall on Monday night to discuss proposed amendments to the county road standards. Joe Huskey, a member of the road crew, was in attendance, and his words seemed to carry a lot of weight with those there. Commissioner Weber stated that he thinks they dispelled the rumors that this will stifle growth and that the Commission is trying to hide things. He stated that Joe being there was a good testimony to the supervisor and the process. Commissioner Lythgoe stated that Joe obviously had a lot more credibility than the Commission.

GOLDEN TRIANGLE

Commissioner Weber reported that he attended a Golden Triangle local meeting the previous night. They have decided to do the dignity dash again this year as a fund raiser, and he spoke to them about having a presence at Frontier Days in Whitehall.

CTAC

Commissioner Weber reported that he attended a CTAC meeting that morning in Whitehall. Things are progressing well with the lease. The EPA is riding the fence on the comments on the SEIS. The Governor has expressed a desire to visit all of the courthouses in the state, and he would like to get Mark Isto here at the same time as the Governor, so that they might discuss the SEIS.

MEETING ADJOURNED

ATTEST:

BONNIE RAMEY
CLERK AND RECORDER

TOMAS E. LYTHGOE, CHAIR

CHUCK NOTBOHM, COMMISSIONER

KEN WEBER, COMMISSIONER